

COMMON COUNCIL
MEETING SCHEDULE AND LEGISLATION DEADLINES FOR THE YEAR 2017
(Subject to Revision by Common Council)

LEGIS CYCLE	INTERNAL WORK SESSIONS ¹⁰	DEADLINE FOR ORDINANCES; E-MAILED TO CCL BY NOON	DEADLINE FOR RESOLUTIONS; E-MAILED TO CCL BY NOON	REGULAR SESSION 1st READING FOR ORDS.	COMMITTEE OF THE WHOLE DISCUSSION	REGULAR SESSION 2 nd READINGS AND RESOLUTIONS	<i>* Note on Legislative Cycle</i>
1	Mon. Dec. 19 (2016)	Wed. Dec. 28 (2016)	Wed. Dec. 28 (2016)	¹ Jan. 11	¹ Jan. 11	Jan. 18	
2	Fri. Jan. 6	Mon. Jan. 9	Fri. Jan. 13	Jan. 18	Jan. 25	Feb. 1	
3	Fri. Jan 20	Mon. Jan. 23	Mon. Jan. 30	Feb. 1	Feb. 8	Feb. 15	
4	Fri. Feb. 3	Mon. Feb. 6	Mon. Feb. 13	Feb. 15	Feb. 22	Mar. 1	
5	Fri. Feb. 17	Fri. Feb. 17	Mon. Feb. 27	Mar. 1	Mar. 8	² Mar. 22	
6	Fri. Mar. 10	Mon. Mar. 13	Mon. Mar. 20	² Mar. 22	² Mar. 29	Apr. 5	
7	Fri. Mar. 24	Mon. Mar. 27	Mon. Apr. 3	Apr. 5	Apr. 12	Apr. 19	
8	Fri. Apr. 7	Mon. Apr. 7	Mon. Apr. 17	Apr. 19	Apr. 26	May 3	
9	Fri. Apr. 21	Mon. Apr. 24	Mon. May 1	May 3	³ May 10	May 17	
10	Fri. May 5	Mon. May 8	Mon. May 15	May 17	May 24	⁴ May 31	
11	Fri. May 19	Mon. May 22	Fri. May 26	⁴ May 31	⁴ June 7	⁴ June 14	
12	Fri. June 2	Mon. June 5	Mon. June 12	⁴ June 14	June 21	⁴ & ⁵ June 28	

SUMMER RECESS AND
DEPARTMENTAL BUDGET HEARINGS (STARTING ON MONDAY, AUGUST 14TH) ³

13	⁶ Fri. July 28	Mon. July 31	Mon. July 31	Wed. Aug 9	Wed. Aug. 9	⁶ Wed. Aug. 23
14	Fri. Aug. 4	Mon. Aug. 7	Mon. Aug. 14	⁶ Aug. 23	Aug. 30	Sep. 6
15	Fri. Aug. 25	Mon. Aug. 28	Fri. Sept. 1	Sep. 6	Sep. 13	⁸ Sep. 19
16	N/A	Mon. Sep. 11	Mon. Sep. 11	⁷ Sep. 27	⁷ Sep. 27	⁷ Oct. 11
17	Fri. Sept. 8	Mon. Sept. 11	Mon. Sept. 18	⁸ Sep. 19	⁸ Oct. 4	⁸ Oct. 18
18	Fri. Oct. 6	Fri. Oct. 6	Mon. Oct. 16	Oct. 18	Oct. 25	Nov. 1
19	Fri. Oct. 20	Mon. Oct. 23	Mon. Oct. 30	Nov 1	Nov. 8	⁹ Nov. 15
20	Fri. Nov. 3	Mon. Nov. 6	Wed. Nov. 15	⁹ Nov. 15	⁹ Nov. 29	Dec. 6
21	Fri. Nov. 17	Mon. Nov. 20	Mon. Dec. 4	Dec. 6	Dec. 13	⁴ Dec. 20

YEAR END RECESS

First Legislative Cycle for 2018:

1	Mon. Dec. 18 (2017)	Wed. Dec. 27	Wed. Dec. 27	¹ Wed. Jan. 10 (2018)	¹ Wed. Jan. 10 (2018)	Wed. Jan. 17 (2018)
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Deadlines for Legislation: The deadline for submitting legislation and all accompanying materials, including a summary memo, is set at noon on the date listed. For information on the manner for submitting these materials, please inquire with the Council Office.

Usual Day, Location, and Time of Meetings: Unless otherwise indicated, the Council meets on the first four Wednesdays of the month in the Council Chambers in Room 115 of the Showers Center, 401 North Morton, at 6:30 p.m. It also meets for a Staff-Council Internal Work Session on Fridays about 10 days before the beginning of the next legislative cycle. (See the first column of the above chart and footnote #10 for the day, time, location of those meetings and the typical topics discussed at them.)

** Note on the Legislative Cycle:* While it is typical for the Council to introduce and take final action on legislation during the same cycle, the Council may schedule legislation or other matters for further consideration at subsequent Committees of the Whole, Regular Sessions, or Special Sessions.

The following footnotes list and explain the exceptions to this general rule:

1. The Council will hold an annual Organizational Meeting on this date when, along with other matters, it elects officers and gives legislation first reading. Under local code, the meeting must be held by the second Wednesday in January unless rescheduled by a majority of the Council. (BMC 2.04.010 and BMC 2.04.050[a, c & d]). This meeting will be immediately followed by a Committee of the Whole.
2. The Council will hold its second Regular Session in March on Wednesday, March 22nd, and second Committee of the Whole that month on the 29th. This schedule avoids meeting over Spring Break (when many residents are out-of-town) and takes advantage of a fifth Wednesday to shift meetings to the fourth and fifth Wednesdays of the month.
3. The Council will hold a Council Budget Advance in the McCloskey Room (Room 135) of City Hall at 5:00 p.m. on Wednesday, May 10th and Departmental Budget Hearings in the Council Chambers at 6:00 p.m. on Monday, August 14th, Tuesday, August 15th, Wednesday, August 16th, and Thursday, August 17th, 2017. Budget Books are scheduled to be delivered on Monday, August 7th, which is one week before the start of the Departmental Budget Hearings.
4. BMC 2.04.050[e] & [g] call for the Council to take a brief recess after the first Regular Session in August and the second Regular Session in December, and not introduce legislation for first reading at these meetings. By approving this Annual Schedule, the Council will be starting and ending the Summer Recess earlier than usual. The Summer Recess will begin after the second Legislative Cycle in June and end with an Internal Work Session on Friday, July 28th. Please note that this will move a Legislative Cycle from before to after the Summer Recess. In order to begin the Summer Recess before July 4th, this schedule will also use the 5th Wednesday in May to move the last two legislative cycles before the Summer Recess up one week. This results in a Regular Session on May 31st, Committee of the Whole on June 7th, Regular Session on June 14th, Committee of the Whole on June 21st, and a Regular Session on June 28th.

5. The Council will hear the Annual Tax Abatement Report as a Report from the Mayor and City Offices at this Regular Session.
6. As mentioned in Footnote #4, this Annual Schedule moves one Legislative Cycle from before to after the Summer Recess and ends that recess earlier than usual. That Legislative Cycle includes a Staff-Council Internal Work Session on Friday, July 28th, a Regular Session and Committee of the Whole on August 9th and a Regular Session on August 23rd. Please note that statute (IC 36-4-6-7) and local code (BMC 2.04.050[a]) require the Council to hold regular meetings at least once a month. By adoption of this Annual Schedule, the Council is intending for the Staff-Council Internal Work Session on July 28th to comply with this requirement. The President of the Council will approve the agenda and a quorum of the Council will be necessary to conduct any business.
7. After holding Departmental Budget Hearings in the mid-August (See Footnote #3), the Council will formally consider the City Budget for 2018 during a separate legislative cycle (known as the “Budget Cycle”) starting in late September and ending in early October. In keeping with the Wednesday meeting schedule, this Budget Cycle typically starts with a Special Session and Committee of the Whole on the fourth Wednesday in September and ends with a Special Session on the second Wednesday in October. The Budget Cycle in 2017 will entail a Special Session and Committee of the Whole on Wednesday, September 27th and a Special Session on Wednesday, October 11th. Please note that the statutorily required initial public hearings associated with the City Budget package will be held during the aforementioned Committee of the Whole on September 27th and the adoption hearings will be held at the Special Budget Session on October 11th.
8. The second Legislative Cycle in September overlaps with the Budget Cycle and is intended to allow for consideration of routine, non-budget legislation during that time. That schedule typically results in the Second Legislative Cycle spanning from the third Wednesday in September to the third Wednesday in October. However, because Rosh Hashanah (the Jewish New Year) falls on a Wednesday night in 2017, those meetings will include a Regular Session on *Tuesday*, September 19th, a Committee of the Whole on October 4th (a first Wednesday), and a Regular Session on October 18th. In essence, this arrangement will replace one legislative cycle in early October with the Budget Cycle.
9. The Council will not meet for a Committee of the Whole on the Wednesday before Thanksgiving per BMC 2.04.050 (f). Because there are five Wednesdays in November, that meeting will be held on the last Wednesday in November.
10. Staff-Council Internal Work Sessions provide an opportunity for the Council members to learn about City initiatives, most of which are close to formal consideration by the Council. (Please see Footnote #6 for the broadened purpose of the meeting held at the end of July.) These meetings will be held in the Council Office Library (Room 110 of City Hall) at noon. If the room is too small for the meeting, the Council may move it to another room in City Hall and post notice on the door of the Council Office the day of the change in location. Except for the meetings on Monday, December 19, 2016 and Monday, December 18, 2017, these meetings will be held on a Friday.

Note: The Annual Schedule was initially approved on November 11, 2016 and amended on December 7, 2016. Subsequent to December 7, 2015 the Annual Schedule was corrected by staff to correct some typographical errors. These corrections either assigned footnotes to, or corrected the footnote number for, certain dates.